

London Metropolitan College

GDPR Policy

December 2023

1. Introduction

LMC is committed to protecting the privacy and security of personal data. As an independent training provider, we handle a variety of personal data, including information related to our apprentices, degree students, staff, and other stakeholders. This policy outlines our approach to ensuring compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

2. Purpose

The purpose of this policy is to:

- Ensure that LMC processes personal data in compliance with GDPR and relevant UK data protection laws.
- Protect the rights of data subjects, including students, staff, and other stakeholders.
- Provide clarity on our data processing activities, including how we collect, use, store, and dispose of personal data.
- Outline the responsibilities of staff in protecting personal data.

3. Scope

This policy applies to all staff at LMC, including full-time, part-time, temporary, and contract workers, as well as any third parties acting on behalf of LMC. It covers all personal data processed by LMC, regardless of the method or medium used.

4. Key Definitions

- **Personal Data:** Any information relating to an identified or identifiable natural person (data subject), such as names, addresses, email addresses, phone numbers, and student records.
- **Processing:** Any operation or set of operations performed on personal data, such as collection, storage, retrieval, use, disclosure, or deletion.
- **Data Controller:** The entity that determines the purposes and means of processing personal data (LMC).
- **Data Processor:** Any third party that processes personal data on behalf of the data controller.
- **Data Subject:** The individual to whom the personal data relates.

5. Data Protection Principles

LMC adheres to the following GDPR principles when processing personal data:

1. **Lawfulness, Fairness, and Transparency:** Personal data must be processed lawfully, fairly, and in a transparent manner.
2. **Purpose Limitation:** Personal data must be collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
3. **Data Minimisation:** Personal data must be adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
4. **Accuracy:** Personal data must be accurate and, where necessary, kept up to date.
5. **Storage Limitation:** Personal data must be kept in a form that permits identification of data subjects for no longer than necessary.
6. **Integrity and Confidentiality:** Personal data must be processed in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing, accidental loss, destruction, or damage.
7. **Accountability:** LMC is responsible for ensuring compliance with these principles and must be able to demonstrate such compliance.

6. Data Subject Rights

Data subjects have the following rights under GDPR:

- **Right to be Informed:** Individuals have the right to be informed about the collection and use of their personal data.
- **Right of Access:** Individuals have the right to access their personal data and supplementary information.
- **Right to Rectification:** Individuals have the right to have inaccurate personal data rectified, or completed if it is incomplete.
- **Right to Erasure:** Individuals have the right to have their personal data erased (the "right to be forgotten").
- **Right to Restrict Processing:** Individuals have the right to request the restriction or suppression of their personal data.
- **Right to Data Portability:** Individuals have the right to obtain and reuse their personal data across different services.
- **Right to Object:** Individuals have the right to object to the processing of their personal data in certain circumstances.
- **Rights related to Automated Decision-Making:** Individuals have the right not to be subject to a decision based solely on automated processing, including profiling.

7. Data Collection and Processing

LMC collects and processes personal data for the following purposes:

- **Student Enrolment and Administration:** Managing applications, enrolments, and student records.

- **Training Delivery:** Providing educational services, including coursework, assessments, and certifications.
- **Staff Management:** Recruiting, employing, and managing staff.
- **Compliance with Legal Obligations:** Fulfilling legal and regulatory requirements.
- **Marketing and Communications:** Promoting our services, events, and updates.

LMC ensures that personal data is processed only when there is a legal basis for doing so, such as consent, contractual necessity, legal obligation, vital interests, public task, or legitimate interests.

8. Data Security

LMC takes the following measures to protect personal data:

- **Access Control:** Restricting access to personal data to authorized personnel only.
- **Data Encryption:** Encrypting personal data where appropriate, both in transit and at rest.
- **Secure Storage:** Storing personal data in secure environments with appropriate safeguards.
- **Regular Audits:** Conducting regular audits to identify and mitigate potential risks to data security.
- **Data Breach Response:** Implementing a data breach response plan to address and report any data breaches in accordance with GDPR requirements.

9. Data Retention and Disposal

LMC retains personal data only for as long as necessary to fulfill the purposes for which it was collected, or as required by law. Once personal data is no longer needed, it is securely deleted or destroyed.

10. Data Sharing

LMC may share personal data with third parties, including educational partners, government agencies, and service providers. All third parties processing personal data on behalf of LMC must adhere to GDPR requirements and ensure appropriate safeguards are in place.

11. Staff Responsibilities

All staff members at LMC are responsible for:

- **Understanding GDPR Principles:** Familiarising themselves with the principles of GDPR and this policy.
- **Protecting Personal Data:** Ensuring personal data is handled securely and in accordance with this policy.

- **Reporting Incidents:** Immediately reporting any data breaches or security incidents to the Data Protection Officer (DPO).
- **Maintaining Confidentiality:** Keeping personal data confidential and not disclosing it to unauthorised individuals or entities.

12. Data Protection Officer (DPO)

LMC has appointed a Data Protection Officer (DPO) to oversee data protection compliance. The DPO is responsible for:

- **Monitoring Compliance:** Ensuring that LMC complies with GDPR and this policy.
- **Training and Awareness:** Providing training and raising awareness on data protection issues among staff.
- **Handling Data Subject Requests:** Managing and responding to data subject requests, such as access, rectification, or erasure requests.
- **Reporting to the ICO:** Reporting any data breaches to the Information Commissioner's Office (ICO) as required by law.

13. Training and Awareness

LMC provides regular training to all staff on GDPR and data protection practices. This ensures that everyone understands their responsibilities and the importance of protecting personal data.

14. Monitoring and Review

This policy will be reviewed annually or whenever necessary to ensure it remains up to date with legal requirements and best practices. Any changes will be communicated to all staff.

15. Contact Information

For any questions or concerns regarding this policy or data protection at LMC, please contact the HR Manager.

GDPR Compliance Process for Staff

1. **Data Collection**
 - Ensure you collect only the necessary personal data for the specific purpose.
 - Obtain explicit consent from individuals where required.
2. **Data Processing**
 - Process personal data only for the purposes it was collected for.
 - Ensure accuracy and keep data up to date.
3. **Data Security**
 - Use strong passwords and encryption where necessary.
 - Store data securely and restrict access to authorised personnel only.

4. **Data Sharing**
 - Share personal data only with authorised third parties and ensure they comply with GDPR.
 - Use data sharing agreements where necessary.
5. **Data Retention**
 - Retain personal data only for the duration required by law or business needs.
 - Dispose of personal data securely once it is no longer needed.
6. **Data Subject Requests**
 - Respond promptly to any data subject requests (access, rectification, erasure, etc.).
 - Notify the DPO of any requests received.
7. **Data Breach Reporting**
 - Report any data breaches immediately to the DPO.
 - Follow the data breach response plan to mitigate risks and notify the ICO if required.
8. **Training**
 - Attend regular GDPR training sessions.
 - Stay informed about updates to GDPR and data protection practices.

This GDPR policy and process outline will help ensure that LMC complies with data protection regulations and that all staff understand their responsibilities in handling personal data.

Prepared by: Victoria Edwards
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